

ADMINISTRATIVE - INTERNAL USE ONLY

17 NOV 1977

DD/A 77-6063

MEMORANDUM FOR : Deputy Director for Operations
Deputy Director for Science and Technology
Director/NFAC
Director/NITC
AO/DCI

FROM : Michael J. Malanick
Acting Deputy Director for Administration

SUBJECT : 1977 Christmas Parties

1. Agency components desiring to have office gatherings in connection with the Christmas season should plan to have such events on Monday, 19 December, or Wednesday, 21 December 1977. Such gatherings should be restricted to the hours of 3PM to 6PM.

2. I would like to suggest that when this information is announced to your organizational units that you request a senior official of each unit to be present during the entire period of the gathering.

STAT

Michael J. Malanick

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Approved For Release 2006/08/21 : CIA-RDP80M00165A002700100040-1

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